DOCUMENT RESUME

ED 137 582 08 CE 010 614

AUTHOR Cava, Karen
TITLE Job Placement Center. Final Report.
INSTITUTION Allegheny Intermediate Unit, Pittsburgh, Pa.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.; Pennsylvania Research Coordinating Unit for Vocational Education, Harrisburg.
BUREAU NO 19-5805
PUB DATE 10 Feb 77
NOTE 82p.

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS Disadvantaged Youth; Guidance Centers; *Guidance Services; High School Graduates; *Interagency Cooperation; *Job Placement; Occupational Guidance; Post Secondary Education; Private Schools; Program Descriptions; *Program Development; Program Evaluation; Public Schools; Questionnaires; *School Districts; Secondary Education; Vocational Counseling; Workshops
IDENTIFIERS *Pennsylvania; Pennsylvania (Allegheny County)

ABSTRACT

The Job Placement Center project implements those job placement services outlined in the "School-Based Job Placement Model" (ED 077 959), developed in 1972 by the Pennsylvania Research Coordinating Unit for Vocational Education. The project's purpose was to assimilate and extend this model to meet the job placement needs of 46 suburban school districts in Allegheny County (Pennsylvania). The seven project objectives related to establishing student workshops and information and evaluation centers, and conducting student placement and followup activities. The Intermediate Unit-Based Job Placement Center was designed to assist all public and nonpublic school students in grades 9-12, excluding students in the Pittsburgh City Schools. Its services were also available to those high school graduates of the 46 school districts, area vocational-technical schools, and nonpublic schools who had been out of school less than nine months. Two major evaluations were carried out in the project: (1) Evaluation of the job information workshops completed by participants at the conclusion of each workshop and (2) overall evaluation of the job placement center project through questionnaires sent to counselors, parents, and students. Although survey data indicated that several components of the program should be improved, overall it was concluded that the services of the Job Placement Center program were helpful, and it received favorable ratings in its first year of operation. The first five pages of the document contain the project report. The remainder of the document contains 10 appendixes of materials used in the project, including letters, brochures, sample forms, evaluation questionnaires, and questionnaire results. (TA)

Documents acquired by ERIC include many informal unpublished materials not available from other sources. ERIC makes every effort to obtain the best copy available. Nevertheless, items of marginal reproducibility are often encountered and this affects the quality of the microfiche and hardcopy reproductions ERIC makes available via the ERIC Document Reproduction Service (EDRS). EDRS is not responsible for the quality of the original document. Reproductions supplied by EDRS are the best that can be made from the original.

ED137582

FINAL REPORT

JOB PLACEMENT CENTER

PROJECT NO. 19-5805

Cont. of 19-7807

KAREN CAVA

ALLEGHENY INTERMEDIATE UNIT

PITTSBURGH, PENNSYLVANIA

FEBRUARY 10, 1977

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

PENNSYLVANIA DEPARTMENT OF EDUCATION

BUREAU OF VOCATIONAL EDUCATION

RESEARCH COORDINATING UNIT

CE 010 614

Introduction

The Job Placement Center project was funded by the Pennsylvania Department of Education in order to implement those job placement services outlined in the School-Based Job Placement Model (1972), developed by the Pennsylvania Research Coordinating Unit for Vocational Education. Its purpose was to assimilate and extend the School-Based Job Placement Model to meet the job placement needs of the 46 suburban school districts in Allegheny County. The Intermediate Unit-based Job Placement Center was designed to assist all public and non-public school students in grades 9 through 12, excluding students in the city of Pittsburgh schools. Its services were also available to those high school graduates of the 46 school districts, area vocational technical schools, and non-public schools who had been out of school less than nine months.

The following were the objectives of the Job Placement Center project:

1. To provide job placement assistance in the form of information and workshops to eligible students and graduates.

2. To provide a listing of up-to-date information on the availability of current part-time job opportunities for high school students and full-time jobs for graduating seniors from the Bureau of Employment Security.

3. To maintain the educationally disadvantaged student within the school setting by providing him or her with an opportunity to secure a part-time job where this can be helpful in showing the student the importance of education and the world of work.

4. To provide a resource for vocational counselors or coordinators of school districts in Allegheny County who have been unable to locate part-time or full-time employment opportunities for their students.

5. To provide a closer working relationship between school counselors and government placement workers to help young people in securing employment that would best fit their talents.

6. To establish follow-up procedures for the student placed in full-time or part-time work. The Occupational Placement Specialist will relay pertinent information to the home school or vocational counselors in the 46 districts.

7. To expand the facilities of the Occupational Information and Evaluation Center and to coordinate job placement efforts with the Student Self-Awareness Center, Student Assessment Van, and Occupational Information and Evaluation Center in order to fully any student interested in job placement and career counseling.

Procedures

The initial step in implementing the project was taken in October, 1975. A letter was sent to the superintendents of the 46 school districts announcing the receipt of the grant award for the Job Placement Center and asking them to decide on the value of job placement services for their districts, so that relevant materials regarding the purpose and referral procedures of the project could be mailed to counselors (see Appendix A). Forty-four of the 46 superintendents felt that the proposed job placement services would be worthwhile for secondary students and recent graduates in their districts. From October 1, 1975 through June 30, 1976, 27 districts participated in the Job Placement Center. Of the 204 secondary students and recent graduates served during this period, 176 were from public and 28 were from non-public schools (see Appendix B).

In its first year of funding, the first objective of the Job Placement Center was to provide job placement assistance in the form of information and workshops to eligible students. In these workshops participants discussed career goals and the value of work to them. They were instructed in the completion of employment applications, resuems, and cover letters. Job interviews were simulated through role-play situations.

Of the 204 participants in 40 job information workshops, 197 completed evaluations of the workshops. Of these, 90.8% indicated that the workshop attended had given them sufficient preparation for entering the world of work. In an overall evaluation of the workshop, 97.4% indicated that the workshops were excellent or good.

The second objective was to provide a listing of up-to-date information on the availability of current part-time job opportunities for high school students and full-time jobs for graduating seniors from the Bureau of Employment Security. The Job Placement Center program began in October. It was in December, 1975, that personnel from the local Bureau of Employment Security responded to establishing a cooperative effort with the Center. In January, 1976, a counselor from the Bureau of Employment Security was assigned to act as a liaison with the Job Placement Center, and to meet with secondary students and recent graduates on a weekly basis, instructing them in reading job listings printed on microfiche and directly referring them to job openings. Eighty-nine students were seen by the BES liaison person. One participant was placed. After seven sessions the Bureau of Employment Security terminated its work with the Job Placement Center, citing as the reason an insufficient number of placements (see Appendix C).

The Bureau of Employment Security continued to supply suppressed microfiche to the Job Placement Center for use by the secondary students and recent graduates. If a participant qualified for a position, it was his or her responsibility to visit the BES office in person to further explore the availability of the job. After March 1, 1976, the Bureau of Employment Security allowed no direct contact of its offices by the Job Placement Center staff regarding job referrals.

Through June 30, 1976, the staff of the Job Placement Center made 415 con-

tacts of prospective employers. These potential employers were given information about the Job Placement Center and were requested to supply job leads (see Appendix D). As a result of these contacts, 20 jobs were listed at the Job Placement Center. For these positions, 31 referrals were made, and seven participants were placed.

The third objective was to maintain the educationally disadvantaged student within the school setting by providing him or her with an opportunity to secure a part-time job where this could be helpful in showing the participants the importance of education and the world of work. The project staff did not maintain sufficient data to determine whether this objective was achieved. Rather, the staff focused its efforts on providing equal individual attention and assistance to all participants, whether they were educationally disadvantaged or not.

The fourth objective was to provide a resource for vocational counselors or coordinators of school districts in Allegheny County who have been unable to locate part-time or full-time employment opportunities for their students. Job Placement Center materials were mailed to all secondary counselors in the 44 interested school districts. In addition, during the second week of November, 1975, counselors and other support personnel from the public and non-public secondary schools in Allegheny County were invited to attend information sessions at the Student Career Planning Center in the Intermediate Unit, meet the staff of the Job Placement Center, and learn firsthand the services that could be provided to their students and recent graduates. Fifteen district counselors attended the sessions.

Because 27 of the 46 county school districts availed themselves of the services of the Job Placement Center, it is clear that the program was seen as a worthwhile supplementary counseling tool. Of those 27 districts, seven offer formal job placement assistance to their students, and four offer informal assistance (see Appendix E). Formal job placement assistance includes active job development, as well as apprising students and graduates of particular job openings and maintaining records of the number of placements. Informal job placement assistance consists of posting any openings called in by employers so that interested students can follow through on the information themselves. In addition, seven of the non-public schools in Allegheny County made referrals to the Job Placement Center. From the above data, it can be inferred that the Job Placement Center was a valuable resource to counselors and coordinators whether or not the schools offered job placement services.

The fifth objective was to provide a closer working relationship between school counselors and government placement workers to help young people in securing employment that would best fit their talent. The difficulty in accomplishing this objective has already been addressed in the discussion of the participation of the Bureau of Employment Security in the Job Placement Center program.

The sixth objective was to establish follow-up procedures for the student placed in full-time or part-time work. A written report was sent to the home school counselor concerning each secondary student or recent graduate he or she referred. The reports described the student's or graduate's participation in the Job Placement Center's activities and employment leads given. The counse-

lor was notified by telephone regarding the outcome of job interviews. Employers were contacted the progress of the employee.

The seventh and final objective was to expand the facilities of the Occupational Information and Evaluation Center and to coordinate job placement efforts with the Student Self-Awareness Center, Student Assessment Van, and Occupational Information and Evaluation Center in order to serve fully any student interested in job placement and career counseling. The staff of the Student Self-Awareness Center, Student Assessment Van, and Occupational Information and Evaluation Center suggested the Job Placement Center to the students they served, when they felt it appropriate. No specific count was kept of these students; therefore, the full effect of this objective cannot be determined.

Findings and Analysis

Two major evaluations were carried out in the Job Placement Center project. The first was the evaluation of the job information workshops, completed by participants at the conclusion of each workshop. As can be seen in Appendix F, 90.8% of the participants felt that the job information workshop had given them sufficient preparation for entering the world of work. According to the responses, the most helpful portion of the workshop was the role-play of job interviews, which merited 54.3% of the comments. In an overall evaluation, 43.6% of the participants rated the workshop they attended as excellent, and 53.8% rated it as good.

The second major evaluation was conducted in May, 1976. At that time, introductory letters and questionnaires (see Appendices G,H) designed to evaluate the Job Placement Center project overall were sent to each participant in the program, and to a parent or guardian of those participants who had not graduated. Counselors who referred students and graduates to the program, as well as employers who listed positions with the Center were also asked to respond to evaluation questionnaires (see Appendices I,J). The response rate on the student evaluation was 45.6%, on the parent evaluation 34.1%, and the counselor evaluation 75.0%. Only two employers returned responses to the questionnaires.

The complete results of the four evaluation questionnaires can be found in the abovementioned Appendices.

It can be seen in the student evaluation questionnaire results that items pertaining to the contents of the job information workshops received more positive ratings than did those concerned with job leads and placement. While the majority of the counselor responses indicated that the job information workshops were beneficial to their students, the feedback they received from the staff of the Job Placement Center was rated low. Parents responding to the evaluation questionnaire generally found the program helpful to their sons or daughters.

It is interesting to note that on the student evaluation, only 1 of those responding found employment through the Bureau of Employment Security. The majority of counselors responded that the students or graduates they referred did not find their contact with BES beneficial, and parents indicated in a 2 to 1 ratio that their sons or daughters did not visit a BES office on their own.

Conclusions and Recommendations

Although the findings represent survey data rather than true experimental research, several points can be made about the Job Placement Center program. It appears that the participants found the job information workshops very beneficial, especially the opportunity that the workshops offer for simulating job interviews. Students, parents and counselors indicated the need for, and appreciation of, job placement assistance.

The survey data, though, indicates several components of the program which must be improved. Greater effort must be put toward apprising employers of the program and into job development. The staff of the Job Placement Center must be more conscientious in its follow-up and feedback to home school counselors, and in maintaining contact with the participants in the program. In addition, providing participants with occupational information must be given greater emphasis in the future.

Overall, the services of the Job Placement Center program were found helpful, and it has received favorable ratings in its first year of operation. These findings indicate that the program should be continued.

APPENDIX A

ALLEGHENY INTERMEDIATE UNIT

Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

October 20, 1975

Pupil Personnel Services

Samuel Milanovich, Supt.
Cornell School District
1347 State Avenue
Coraopolis, PA 15108

Dear Mr. Milanovich:

As you may recall, during the spring of 1975 you were asked to indicate your interest in a Job Placement proposal that was being considered for possible funding through the Intermediate Unit. To date we have not received your reply, so I am taking this opportunity to send you detailed information regarding the operation, in the hopes that from the description you will assess the value of Job Placement for the Cornell school district.

The grant for the Job Placement Center was received in late September, and organization of the program, which will be located in the Student Career Planning Center, is now underway. The Center is designed to assist high school students in securing both part-time and full-time employment. Its services will be available, free of charge, to both educationally disadvantaged and non-disadvantaged students of Allegheny County in grades 9 through 12, excluding students in the city of Pittsburgh schools. This also includes those high school graduates of the 46 school districts, area vocational-technical schools, and non-public schools who have been out of school less than nine months and are currently experiencing difficulty in obtaining employment. Although the program will offer service to those students in the ninth and tenth grades who are at least 16 years of age, due to the current state of the economy the major thrust to secure jobs will be made for high school graduates and students in grades 11 and 12, where it is anticipated that we might meet with more success.

Briefly, the procedure for taking part in the services of the Job Placement Center is as follows:

1. The student is referred by his home school or vocational counselor.

2. The student will first attend a job information workshop prior to job placement. This workshop will instruct the student in the completion of employment applications and job resumes. Job interviews will be discussed and simulated by role-playing situations. These workshops will be held on Tuesday and Thursday mornings of each week.

3. During the afternoon of the day on which the student attends a workshop, he will have an individual meeting with either the Occupational Placement Specialist or the Guidance Intern.

4. On the following Monday the student will return to the Center, where he will be able to look through the job listings that will be supplied by a liaison person from the Bureau of Employment Security. After that day, the student will call the Center for information on job listings.

5. A follow-up report will be sent to the counselor who referred the student to the Job Placement Center.

If you think, Mr. Milanovich, that the Job Placement Center might be helpful to the students in the Cornell school district, I will be glad to send the counselors posters, brochures, explanations of the program, and referral sheets. Please contact me with your reply at 321-5700, ext. 221.

Sincerely,

Karen Cava

Karen Cava
Occupational Placement Specialist

KC:lao

REFERRAL SHEET
JOB PLACEMENT CENTER
ALLEGHENY INTERMEDIATE UNIT

Name _____ Sex _____ Age _____

Address (No. & Street) _____ City _____

State _____ Zip Code _____ Phone _____

School _____ Grade _____ District _____

Date of Birth _____ Race _____ Soc. Sec. No. _____

Does he/she have working papers? ☐ Yes ☐ No

Does he/she have any physical disabilities? ☐ Yes ☐ No

If Yes, please describe _____

Does he/she have a Pennsylvania driver's license? ☐ Yes ☐ No

Type of job requested:

☐ Full-time ☐ Part-time If part-time, how many hours per week? _____

List previous work experience:

1. Name of Employer _____

   Address _____

   Type of Work Done _____

2. Name of Employer _____

   Address _____

   Type of Work Done _____

3. Name of Employer _____

   Address _____

   Type of Work Done _____

Has he/she been through vocational testing and evaluation at the Student Self-Awareness Center, the Occupational Information and Evaluation Center, or the Student Assessment Van?

☐ Yes ☐ No If Yes, under which program? _____

Any special abilities or comments that may be helpful in trying to place this student?

_____

_____

Any opinions or comments as to how many hours of work per week this student can handle without jeopardizing his/her academic performance?

_____

_____

Please return completed form and a copy of student's working papers to:

Job Placement Center
Student Career Planning Center
Allegheny Intermediate Unit
Two Allegheny Center - Suite 1300
Pittsburgh, PA 15212

Referred by _____

Position _____

Date _____

School _____

To be completed by the student's parent or legal guardian, if the student has not graduated:

I am aware that _____ will visit the Job Placement Center for
student's name
assistance in securing employment. I have no objection to _____
student's name
working part-time while attending school.

Signature _____

Relationship _____

Date _____

Job Placement Center

Allegheny Intermediate Unit

The Job Placement Center is designed to assist students in securing part-time and full-time employment. It is located in the Student Career Planning Center, and its services are free of charge. A student may be referred who is:

1. in grades 9 through 12, and who is at least 16 years of age.
2. educationally disadvantaged or non-disadvantaged.
3. a public or non-public school student in Allegheny County, but not a student in the city of Pittsburgh schools.
4. a high school graduate of one of the 46 school districts, an area vocational-technical school, or a non-public school who has been out of school less than nine months and is experiencing difficulty in obtaining employment.

We prefer that you refer students in grades 11 and 12, or those who have graduated. We think that they would have more of an opportunity of obtaining employment than would a 16 year-old freshman. If you are working with a ninth or tenth grade student in a special circumstance, such as about to withdraw or already withdrawn from school, who wants employment, he may be referred to the Center.

Our listing of jobs will come from two sources - the Bureau of Employment Security, and the contacts of industry and small businesses made by the staff of the Job Placement Center.

The procedure for taking part in the services of the Job Placement Center is as follows:

1. The student is referred by the home school or vocational counselor to

the Center. The vocational coordinator or work-study coordinator may also recommend a student for referral by his counselor to the Center. In the case of a student still in high school, no referral will be accepted which does not contain a parent or guardian's signature. When the referral sheet is received at the Center, the student will be notified through his school counselor of the date of his appointment.

2. The student's first appointment will be attending a job information workshop prior to job placement. This workshop will instruct the student in the completion of employment applications and job resumes. Job interviews will be discussed and simulated by role-playing situations. These workshops will be held on Tuesday and Thursday mornings of each week. No more than ten students will be present in one workshop.
3. During the afternoon of the day on which the student attends a workshop, he will have an individual meeting with either the Occupational Placement Specialist or the Guidance Intern.
4. On the following Monday the student will return to the Center, where he will be able to look through job listings that will be supplied by a consultant from the Bureau of Employment Security. After that day, the student will call the Center for information on job listings.
5. A written report will be sent to the counselor who referred the student, describing his participation in the Center's activities, and any employment leads that were given. The counselor will be notified by phone regarding the outcome of any job interviews, as well as a follow-up on the student's employment.

If you have questions that haven't been clarified in this explanation, please call Karen Cava at 321-5700, ext. 221, or Jim Brunetti, 321-5700, ext. 220.

have you been looking for a job but couldn't find any?

do you need some help?

THE JOB PLACEMENT CENTER has...

...workshops: INSTRUCTIONS IN THE PREPARATION OF RESUMES AND JOB APPLICATIONS, AND IN CONDUCTING YOURSELF DURING INTERVIEWS

...jobs: AN UP-TO-DATE LISTING OF FULL AND PART-TIME JOBS

---

who may apply: STUDENTS IN GRADES 9 - 12 AND RECENT HIGH SCHOOL GRADUATES WITHIN NINE MONTHS OF GRADUATION

location: STUDENT CAREER PLANNING CENTER
ALLEGHENY INTERMEDIATE UNIT

INTERESTED? see your vocational or school counselor

Allegheny Intermediate Unit

Two Allegheny Center, Third Floor
Pittsburgh, Pennsylvania 15212

THE JOB PLACEMENT CENTER IS FUNDED BY PART "C" OF THE VOCATIONAL EDUCATION ACT

JOB PLACEMENT CENTER

A Place for Students
to start looking
for work

ALLEGHENY INTERMEDIATE UNIT

Third Floor, Two Allegheny Center
Pittsburgh, Pennsylvania 15212

THE job PLACEMENT CENTER IS

... a new federally funded project for students in grades 9 through 12 and recent high school graduates. Its purpose is to help them secure employment on a part-time or full-time basis. Public and non-public students in Allegheny County (exclusive of students in the city of Pittsburgh schools) are eligible to use this service.

The student will receive the following services through the JOB PLACEMENT CENTER:

1. Participation in a workshop covering preparation for entering the world of work--job applications, resume writing, job interviews, etc.
2. Individual counseling with the project staff.
3. Up-to-date information about current part-time job openings.
4. Follow-up after interviews and when job is secured.

... a service of the Allegheny Intermediate Unit and is located in the Student Career Planning Center, on the third floor of Building Two, Allegheny Center, Pittsburgh, PA 15212.

Students can be referred by his/her home school or vocational guidance counselor. The home school's vocational coordinator or work-study coordinator may also recommend a student to the JOB PLACEMENT CENTER.

After a student has been serviced, the referring counselor will receive a written report from the project staff detailing participation in the workshop and job leads given; and a telephone follow-up on the outcomes of job interviews and the student's employment.

PLEASE NOTE

The program will also accept referrals for recent graduates who would like to secure a job.

For further information, call. . .

Karen Cava
321-5700, Ext. 221

Job Placement Center is funded by Part "C" of the Vocational Education Act.

APPENDIX B

From it's beginning in October, 1975 through June 30, 1976, the Job Placement Center program served 204 high school students and recent graduates. Twenty-seven (27) of the 46 school districts participated in the services. The breakdown according to district is as follows:

DISTRICTS	NUMBER SERVED
Avonworth	5
Babcock	3
Baldwin-Whitehall	3
Bethel Park	2
Brentwood	2
Chartiers Valley	4
Cornell	5
Duquesne	2
East Allegheny	5
Elizabeth-Forward	6
Fox Chapel	6
General Braddock	15
Hampton	1
Highlands	2
Keystone Oaks	5
Montour	1
Mt. Lebanon	7
North Allegheny	3
North Hills	21
Northgate	28
Riverview	2
Shaler	6
South Allegheny	2
South Park	1
Swissvale	3
Turtle Creek	1
Wilkinsburg	35
Non-Public Schools	28
TOTAL:	204

APPENDIX C

Karen Cava

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
BUREAU OF EMPLOYMENT SECURITY
Pennsylvania State Employment Service

300 Liberty Avenue
Pittsburgh, Pa. 15222

February 23, 1976

STATE & FEDERAL
FEB 25 1976
PROGRAMS

Dr. Melvin H. Samuels
Legislative and Funding Specialist
Allegheny Intermediate Unit
Two Allegheny Center - Suite 1300
Pittsburgh, Pennsylvania 15212

RECEIVED FEB 25 1976

Dear Dr. Samuels:

This is in reference to your "Job Placement" Research Program currently in operation at your location at Two Allegheny Center.

Initially the Bureau of Employment Security was to be a sub-contractor and participant to furnish job placement assistance to your students. We amended this agreement to participate on a non-reimbursable basis as long as our allocation of a staff person would be productive enough to justify our expenditure of staff time.

We recently received an evaluation of our input into this program from Mr. Valicenti, manager of the Central Placement Office. We regret to say that there has been a negligible amount of placement activity coming out of our participation in your program. Since our staff allocations at the present time particularly for Employment Counselors is very critical, we find it necessary to discontinue the visiting program effective March 1, 1976.

We will continue to make available "suppressed microfiche" on a regular basis for your use. If you or Mr. McGlothlin have any question regarding the use of this service, please feel free to call Mr. Valicenti, manager of the Central Placement Office.

We regret that our cooperative effort in your placement program did not turn out more favorably. It should be noted that during the development of this program and its operation, we received excellent cooperation at all times from your staff.

Very truly yours,

Charles J. Hamilton
District Manager - Pittsburgh

ALLEGHENY INTERMEDIATE UNIT

Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

Pupil Personnel Services

March 1, 1976

Mr. Charles J. Hamilton
District Manager - Pittsburgh
Bureau of Employment Security
300 Liberty Avenue
Pittsburgh, PA 15222

Dear Mr. Hamilton:

I am writing to respond to your letter of February 23, 1976, which indicates the sudden decision by the Bureau of Employment Security to discontinue its work with the Job Placement Center. It seems that BES sees its participation as unproductive, since none of the high school students or graduates seen by Mrs. Nary, the BES liaison, have been placed. May I reply by raising the following points:

1. In the seven times that Mrs. Nary has been at the Job Placement Center, she has seen 89 high school students or graduates. These are 89 people who are now aware of the services offered by BES; and 89 more people who will probably take advantage of BES services than normally would have.

2. Of the 89 people, 7 have either graduated from or withdrawn from high school. In either case, they are ready for full-time employment. Two were referred for jobs through the downtown office of BES. The others were given the addresses of BES offices nearer to their homes and urged to contact that local office. Has BES worked with these people on a continuing basis to help them secure employment?

3. Of the 89 people, 29 are high school seniors who will graduate in June. With their knowledge of BES services, it is likely that many will be registered with BES in June and become placements.

4. Information about all 89 people is being kept by BES for future reference. Therefore, all are potential placements.

5. When inquiries have been made by the students or graduates about jobs in the BES microfiche, they have found that the jobs have already been filled. The Job

Placement Center receives microfiche that is a day old, and has received microfiche only on the days that Mrs. Nary has come to the Center.

From the above it appears that there exists a great potential for BES placements of those who have come to the Job Placement Center. Rather than discontinue working with the Job Placement Center, may I suggest that the Bureau of Employment Security and the Center make some adjustments of their working arrangement? I would like to invite you, and Mr. Valicente and Ms. Carter from the Central Downtown Office of BES, to meet with Dr. Samuels, Ms. Reinhart, and me on Friday, March 12, 1976, at 10 a.m. in the Student Career Planning Center of the Allegheny Intermediate Unit. May I have your reply by Friday, March 5? I can be reached at 321-5700, ext. 221.

Thank you for your time and attention in this matter.

Sincerely,

Karen Cava

Karen Cava
Occupational Placement Specialist

KC: lao

APPENDIX D

Job Placement Center

Questions and Answers
For The Employer

25 Allegheny Intermediate Unit

Third Floor, Two Allegheny Center
Pittsburgh, Pennsylvania 15212

for the employer

Q. WHAT IS THE JOB PLACEMENT CENTER?

A. JOB PLACEMENT CENTER is designed to assist recent high school graduates, as well as high school students in grades 9 through 12, in securing employment.

It is available to all school students in Allegheny County (excluding students in the city of Pittsburgh schools).

Q. What services does the JOB PLACEMENT CENTER provide to students?

A. We offer the student:

1. A workshop covering preparation of resumes; completion of employment applications; and preparation for job interviews.
2. An individual meeting with the Occupational Placement Specialist or Guidance Intern.
3. Up-to-date information about current full and part-time openings.
4. Follow-up after job interviews and on the job.

Q. What are the advantages of listing job openings with the JOB PLACEMENT CENTER?

A. We provide notice of openings to students and graduates eager to work but unaware of potential jobs.

We attempt to match a student's interest, skills, and availability with your particular employment needs.

We hope that you seriously consider listing with us any job openings for which high school students or graduates can qualify.

For additional information contact:

Karen Cava
Job Placement Center
Student Career Planning Center
Third Floor
Two Allegheny Center
Pittsburgh, PA 15212

321-5700, Ext. 221

The Job Placement Center is funded by Part "C" of the Vocational Education Act.

JOB PLACEMENT CENTER

ALLEGHENY INTERMEDIATE UNIT

Job Listing

Part-Time/Full-Time
Temporary/Permanent

Position Is Open At:

Employer: _____

Division or department: _____

Address: _____

Telephone: _____ Extension(s): _____

Person to see or contact: _____

In which school district is it located? _____

Type Of Job:

Title: _____

Date needed: _____ Working hours: _____ Days: _____

Including Saturday and/or Sunday? _____ Pay: _____

Skills _____ preferred/required

Are working papers needed? _____ Is vehicle necessary to perform duties of job? _____

Specific Qualifications Desired:

Special Remarks Or Information:

Order taken by: _____ Date: _____

DATE REFERRED	STUDENT REFERRED/SCHOOL DISTRICT	RESULTS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

APPENDIX E

SCHOOL DISTRICT	JOB PLACE.	DIST. ED.	WORK-STUDY
1. Allegheny Valley	I	+	
* 2. Avonworth			+
* 3. Babcock			+
* 4. Baldwin-Whitehall		+	+
* 5. Bethel Park		+	+
* 6. Brentwood		+	
7. Carlynton	F		+
* 8. Chartiers Valley	F	+	+
9. Churchill			+
10. Clairton	F	+	
*11. Cornell			+
12. Deer Lakes	F	+	+
*13. Duquesne			+
*14. East Allegheny	I		+
15. Edgewood			
*16. Elizabeth Forward			+
*17. Fox Chapel	I		+
18. Gateway		+	
*19. General Braddock			
*20. Hampton			+
*21. Highlands	F		
*22. Keystone Oaks	I	+	+
23. McKeesport Area	I	+	+
*24. Montour	F		+
25. Moon Area		+	+

SCHOOL DISTRICT	JOB PLACE.	DIST. ED.	WORK-STUDY
*26. Mt. Lebanon	F		+
*27. North Allegheny	F	+	+
*28. North Hills		+	+
*29. Northgate	F		
30. Penn Hills		+	+
31. Plum Borough	I	+	+
32. Quaker Valley		+	
*33. Riverview		+	+
*34. Shaler	I		
*35. South Allegheny		+	
36. South Fayette	I		
*37. South Park	F	+	
38. Steel Valley	I	+	
39. Sto-Rox		+	+
*40. Swissvale		+	+
*41. Turtle Creek			+
42. Upper St. Clair	I		
43. West Allegheny		+	
44. West Jefferson Hills			+
45. West Mifflin	F	+	+
*46. Wilkinsburg		+	

Legend:

F = formal Job Placement progran
I = informal Job Placement program
+ = program in existence
* = districts participating in the Job Placement Center project

APPENDIX F

RESULTS OF PARTICIPANTS' EVALUATION
OF JOB PLACEMENT WORKSHOPS

From October 1, 1975, through June 30, 1976, 204 high school students and recent graduates were seen and 40 job information workshops were held. Of that number, 197 completed evaluations of the workshops.

1. Was this job placement workshop presented in an interesting manner?

Yes 187 responses = 94.9%

No 10 responses = 5.1%

If yes, what was interesting about it?

Particular comments:

a. role-playing job interviews

42 responses = 22.5%

b. being made more aware of what to expect when trying to find a job

37 responses = 19.8%

c. filling out employment applications

16 responses = 8.6%

d. the group discussions

16 responses = 8.6%

e. the friendly, relaxed atmosphere

15 responses = 8.0%

f. the participants in the workshop

14 responses = 7.5%

g. the audio-visual materials

10 responses = 5.3%

h. the concern of the leaders for the students

7 responses = 3.7%

i. learning to write a resume

5 responses = 2.7%

j. the job leads that were given

3 responses = 1.6%

k. everything

3 responses = 1.6%

l. was realistic

2 responses = 1.1%

m. various methods used in the presentation

2 responses = 1.1%

Miscellaneous Comments:

a. made participants think about their future

b. the workshop wasn't like school

c. learning to write cover letters

2. Do you think the job placement workshop has given you sufficient preparation for entering the world of work?

Yes 179 responses = 90.8%

No 18 responses = 9.2%

If yes how did it prepare you?

Particular comments:

a. by role-playing job interviews

80 responses = 44.7%

b. by learning to fill out employment applications

33 responses = 18.4%

c. by learning how to look for a job

31 responses = 17.3%

d. by learning to write a resume

27 responses = 15.1 %

e. by being made more aware of what to expect when trying to find a job

17 responses = 9.5%

f. by being made more aware of performance and attitude required on a job

10 responses = 5.6%

g. by being helped to become more self-confident

6 responeses = 3.4%

h. by learning how to write a cover letter

4 responses = 2.2%

Miscellaneous Comments:

a. by beginning to think about plans for the future

b. by learning about private employment agencies

c. by learning how to read help-wanted advertisements

3. What part of the workshop did you find most helpful?

Particular comments:

a. role-playing job interviews

107 responses = 54.3%

b. learning how to fill out employment applications correctly

41 responses = 20.8%

c. learning how to write a resume

35 responses = 17.7%

d. the audio-visual materials

25 responses = 12.6%

e. everything

17 responses = 8.6%

f. learning how to write a cover letter

11 responses = 5.5%

g. the group discussions

10 responses = 5.1%

h. the leaders of the workshop

4 responses = 2.0%

i. learning about private employment agencies

3 responses = 1.5%

j. reading through job listings

2 responses = 1.0%

Miscellaneous Comments:

a. learning how to read and understand the help-wanted ads

b. getting help in finding a job

4. What suggestions can you make that would improve workshops in the future?

None 136 responses = 69.0%

Particular Comments:

a. make the workshop shorter

12 responses = 19.7%

b. have more audio-visual materials

7 responses = 11.5%

c. give schools more information about the Job Placement Center so that students will be better informed about its services

6 responses = 9.8%

d. explain job applications and resumes in a more interesting manner

6 responses = 9.8%

e. provide a more relaxed atmosphere

5 responses = 8.2%

f. have more variety in the workshop

4 responses = 6.5%

g. have more opportunity for discussion

4 responses = 6.5%

h. have more worksheets, more written exercises

4 responses = 6.5%

i. have more career material

4 responses = 6.5%

j. have more role-playing of job interviews

3 responses = 4.9%

k. have real job interviews

2 responses = 3.3%

l. offer a free lunch

2 responses = 3.3%

Miscellaneous Comments:

a. have more comfortable chairs

b. video-tape the role-play interviews

c. provide more job placement workshops at more places around the county besides at the IU.

d. guarantee a job to everyone who comes to the Job Placement Center

e. give aptitude tests so that students can see what they're most qualified for

f. help students to learn how to work with people

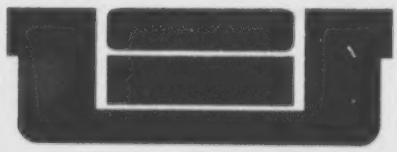
g. provide matches at the workshops

5. Overall Evaluation of the Workshop?

Excellent	86 responses	43.6%
Good	106 responses	53.8%
Fair	5 responses	2.6%
Poor	0 responses	0.0%

APPENDIX G

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

Pupil Personnel Services

Dear

Thanks so much for coming to the Job Placement Center program. We hope that we were of help to you, whether we've found you a job or not. We all know how difficult it is for young people to get started.

In order to continue helping you and other students receive the best services we can offer, we first need to know how you felt about the services you did get from our program.

Enclosed is a questionnaire we would like you to look over, think about, and then fill out to return to us. We have provided a stamped, self-addressed envelope for you to use in mailing this back to us. Since it is so important to hear from you, would you please mail the completed questionnaire back to us by May 31, 1976?

We are keeping your cards on file until the Job Placement Center finds you a job, or you obtain employment through your own efforts. Don't forget - keep in touch and let us know how you're doing.

Sincerely,

Karen Cava

Karen Cava,
Project Director,
Job Placement Center

JOB PLACEMENT EVALUATION QUESTIONNAIRE
Form A

We are asking each student who has participated in the Job Placement Center to rate the services that were received. We would appreciate your honest reactions as to how well the Job Placement Center met your needs.

First, please mark your answers to the following two statements:

1. When I came to the Job Placement Center, I was ___ a high school student, ___ a high school graduate.

2. I wanted the Job Placement Center to help me find ___ a part-time job, ___ a full-time job.

Now, rate the performance of the staff of the Job Placement Center on each of the following services. To answer, first read each item carefully, then circle the number of the scale which reflects your opinion of that particular service.

	Excellent		Fair		Poor
1. Gave you an opportunity to focus on your career goals.	5	4	3	2	1
2. Gave you an opportunity to learn more about yourself and your personality.	5	4	3	2	1
3. Gave you thorough instruction in completing employment applications.	5	4	3	2	1
4. Gave you thorough instruction in writing a resume.	5	4	3	2	1
5. Gave you thorough instruction in composing a cover letter.	5	4	3	2	1
6. Gave you thorough instruction in reading and understanding help-wanted ads.	5	4	3	2	1
7. Gave you instruction in job interview techniques.	5	4	3	2	1

(over)

	Excellent		Fair		Poor
8. Gave you the opportunity to practice being at a job interview.	5	4	3	2	1
9. Gave you the opportunity to discuss how to keep a job.	5	4	3	2	1
10. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	5	4	3	2	1
11. Gave you the opportunity to spend a sufficient amount of time with a counselor from the Bureau of Employment Security.	5	4	3	2	1
12. Gave you the opportunity to learn how to read the job listing provided by the Bureau of Employment Security.	5	4	3	2	1
13. Gave you job leads to follow through on.	5	4	3	2	1
14. Gave you the names of people and places to contact that might also help you find a job.	5	4	3	2	1
15. Has kept in touch with you to check any progress you have made in finding a job.	5	4	3	2	1
16. Gave you sufficient preparation in finding a job so that you looked for a job on your own.	5	4	3	2	1
17. Gave you descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1
18. Gave you information about specific occupations, such as: personal requirements like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1

	Excellent		Fair		Poor
19. Gave you economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	5	4	3	2	1
20. Gave you information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	5	4	3	2	1

Please answer each of the following questions by checking "yes" or "no".

21. Did the Job Placement Center find you a job? Yes___ No___

22. Did you get a job through the Bureau of Employment Security? Yes___ No___

23. Did you get a job through your own efforts rather than the job placement workshop? Yes___ No___

24. Would you recommend the Job Placement Center program to your friends? Yes___ No___

25. Do you think the Job Placement Center program was helpful to you? Yes___ No___

26. In the space provided below, please write any comments that you wish to make about the Job Placement Center:

JOB PLACEMENT EVALUATION QUESTIONNAIRE

Form A
(Students)

Total Sample: 73

Item	Total N of Responses	EXCELLENT 5		4		FAIR 3		2		POOR 1	
		N	%	N	%	N	%	N	%	N	%
1. Gave you an opportunity to focus on your career goals.	73	13	17.8	30	41.1	25	34.2	2	2.7	3	4.1
2. Gave you an opportunity to learn more about yourself and your personality.	73	17	23.2	24	32.8	24	32.8	7	9.5	1	1.3
3. Gave you thorough instruction in completing employment applications.	73	49	67.1	22	30.1	2	2.7	0	0.0	0	0.0
4. Gave you thorough instruction in writing a resume.	73	47	64.3	21	28.7	5	6.8	0	0.0	0	0.0
5. Gave you thorough instruction in composing a cover letter.	73	34	46.5	20	27.3	15	20.5	3	4.1	1	1.3
6. Gave you thorough instruction in reading and understanding help-wanted ads.	73	37	50.6	23	31.5	7	9.5	5	6.8	1	1.3
7. Gave you instruction in job interview techniques.	72	42	58.3	24	33.3	4	5.5	1	1.3	1	1.3
8. Gave you the opportunity to practice being at a job interview.	65	32	49.2	19	29.2	10	15.3	2	3.1	2	3.1

Total Sample: 73 Item	Total N of Responses	EXCELLENT 5		4		FAIR 3		2		POOR 1	
		N	%	N	%	N	%	N	%	N	%
9. Gave you the opportunity to discuss how to keep a job.	65	18	27.6	24	36.9	12	18.4	9	13.8	2	3.1
10. Presented the job placement workshop with a variety of methods: discussion, lecture, reading material, and audio-visual material.	62	26	41.9	20	32.2	11	17.7	4	6.4	1	1.6
11. Gave you the opportunity to spend a sufficient amount of time with a counselor from the Bureau of Employment Security.	64	14	21.8	18	28.1	20	31.2	5	7.8	7	10.9
12. Gave you the opportunity to learn how to read the job listings provided by the Bureau of Employment Security.	63	26	41.2	21	33.3	9	14.2	5	7.9	2	3.1
13. Gave you job leads to follow through on.	63	16	25.3	17	26.9	14	22.2	9	14.2	7	11.1
14. Gave you the names of people and places to contact that might also help you find a job.	63	14	22.2	12	19.0	12	19.0	17	26.9	8	12.6
15. Has kept in touch with you to check any progress you have made in finding a job.	64	16	25.0	10	15.6	5	7.8	14	21.8	19	29.6
16. Gave you sufficient preparation in finding a job so that you looked for a job on your own.	63	23	36.5	21	33.3	12	19.0	6	9.5	1	1.5

Total Sample: 73 Item	Total N of Responses	EXCELLENT 5		4		FAIR 3		2		POOR 1	
		N	%	N	%	N	%	N	%	N	%
17. Gave you descriptive information about specific occupations, such as: duties of job, special tools, equipment, promotion opportunity, and working conditions.	64	13	20.3	17	26.5	19	29.6	13	20.3	2	3.1
18. Gave you information about specific occupations, such as: personal requirements like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examination, or special language requirements.	63	13	20.6	21	33.3	16	25.3	11	17.4	2	3.1
19. Gave you economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	73	8	10.9	18	24.6	24	32.8	18	24.6	5	6.8
20. Gave you information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	72	10	13.8	14	19.4	23	31.9	16	22.2	9	12.5

Total Sample: 73 Item	Total N of Responses	YES N	 %	NO N	 %
21. Did the Job Placement Center find you a job?	73	4	5.4	69	94.6
22. Did you get a job through the Bureau of Employment Security?	73	1	1.3	72	98.7
23. Did you get a job through your own efforts rather than the job placement workshop?	73	18	24.6	55	75.4
24. Would you recommend the Job Placement Center program to your friends?	73	67	91.8	6	8.2
25. Do you think the Job Placement Center program was helpful to you?	73	67	91.8	6	8.2
		FAVORABLE N	 %	UNFAVORABLE N	 %
26. In the space provided below, please write any comments that you wish to make about the Job Placement Center.	39	36	92.3	3	7.7

Sample of Favorable Comments:

- prepares students for jobs and how to find them
- students are given individual time and attention
- very helpful in teaching the do's and don'ts of interviewing
- program was best for giving information on how to look for a job on your own
- a worthwhile experience

Sample of Unfavorable Comments:

- The Center was useless because it didn't get me a job.
- Job listings should be mailed to students' houses; students don't have time to visit the Center twice.

APPENDIX H

ALLEGHENY INTERMEDIATE UNIT

Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

Pupil Personnel Services

Dear

During the 1975-76 school year, your child participated in the Job Placement Center program at the Allegheny Intermediate Unit. This program is designed to assist high school students in obtaining part-time work, and recent high school graduates in obtaining full or part-time work.

I am asking you to evaluate the services received from the Job Placement Center by completing the enclosed questionnaire. The results will help me to improve the program during the ensuing school year. Your child will also be asked to evaluate the program, so you might want to discuss this with him or her.

Please return the completed questionnaire to the Job Placement Center no later than May 31, 1976. A stamped, self-addressed envelope has been provided for your convenience.

Thank you for giving your time to this evaluation.

Sincerely,

Karen Cava

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT EVALUATION QUESTIONNAIRE
Form C

We are asking the parents or guardians of each student who has participated in the Job Placement Center program to rate the services that were received. We would appreciate your honest reactions as to how well the Job Placement Center met the needs of your son or daughter.

Please answer each of the following questions by checking "yes" or "no".

1. Did your son/daughter talk with you about his/her experiences at the Job Placement Center? Yes___ No___

2. Do you think your son/daughter found the job information workshop informative and helpful? Yes___ No___

3. Do you think job placement assistance should include not only helping students find jobs, but also giving them information about occupations? Yes___ No___

4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions? Yes___ No___

5. Do you think the Job Placement Center gave your son/daughter information about specific occupations, such as: personal requirements like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements? Yes___ No___

6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information? Yes___ No___

7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs? Yes___ No___

8. Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment? Yes___ No___

(over)

9. After learning how to use the microfiche listing of jobs provided by the Bureau of Employment Security, has your son/daughter visited the BES office closest to his/her home to look through the job listings? Yes___ No___

10. Do you think the Job Placement Center program was helpful to your son/daughter? Yes___ No___

11. Would you recommend the Job Placement Center program to your friends who also have children looking for employment? Yes___ No___

12. In the space provided below, please write any comments that you wish to make about the Job Placement Center:

JOB PLACEMENT EVALUATION QUESTIONNAIRE
Form C
(Parents)

Total Sample: 46

Item	Total N of Responses	YES N	YES %	NO N	NO %
1. Did your son/daughter talk with you about his/her experiences at the Job Placement Center?	46	45	97.8	1	2.2
2. Do you think your son/daughter found the job information workshop informative and helpful?	46	41	89.1	5	10.9
3. Do you think job placement assistance should include not only helping students find jobs, but also giving them information about occupations?	46	46	100.0	0	0.0
4. Do you think the Job Placement Center gave your son/daughter descriptive information about specific occupations such as: duties of job, special tools, or equipment, promotion opportunities, and working conditions?	45	32	71.1	13	28.9
5. Do you think the Job Placement Center gave your son/daughter information about specitic occupations, such as: personal requirements like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements?	44	32	72.7	12	27.3

Total Sample: 46 Item	Total N of Responses	YES N	 %	NO N	 %
6. Do you think the Job Placement Center gave your son/daughter economic information about specific occupations, such as: number workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings, information about fringe benefits; and other economic information?	42	25	59.5	17	40.5
7. Do you think the Job Placement Center gave your son/daughter information about programs of study in two-or four-year colleges, about apprenticeships, or about career and technical training programs?	43	18	41.8	25	58.2
8. Do you think the Job Placement Center staff has shown continued interest in helping your son/daughter to find employment?	45	31	68.8	14	31.2
9. After learning how to use the microfiche listing of jobs provided by the Bureau of Employment Security, has your son/daughter visited the BES office closest to his/her home to look through the job listings?	39	12	30.7	27	69.3

Total Sample: 46 Item	Total N of Responses	YES N	 %	NO N	 %
10. Do you think the Job Placement Center program was helpful to your son/daughter?	43	37	86.0	6	14.0
11. Would you recommend the Job Placement Center program to your friends who also have children looking for employment?	43	39	90.6	4	9.4
		FAVORABLE N	 %	UNFAVORABLE N	 %
12. In the space provided below, please write any comments that you wish to make about the Job Placement Center.	16	12	75.0	4	25.0

Sample of Favorable Comments:

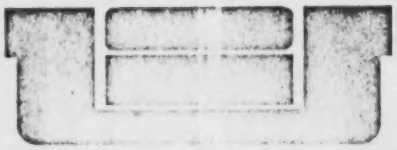
- I am very pleased with the Job Placement Center and the help they are providing.
- My son has improved in some aspects of finding a job.
- The Job Placement service was useful and helpful, I am glad my son had this opportunity.

Sample of Unfavorable Comments:

- My son has only been sent to one place for employment and hasn't been hired as yet. So I won't say just what I think about the Center.
- This appears to be one of the many contrived ways to help administrative personnel waste the taxpayers money under the pretence of helping the needy.

APPENDIX I

ALLEGHENY INTERMEDIATE UNIT



Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

Pupil Personnel Services

Dear

During the 1975-76 school year, you referred students and recent graduates to the Job Placement Center program at the Allegheny Intermediate Unit. I am asking you to evaluate, via the enclosed questionnaire, the performance of the staff and the services received from the program, so that any necessary changes can be made for the 1976-77 Job Placement Center program. Please return the questionnaire to the Job Placement Center no later than May 31, 1976. A stamped, self-addressed envelope has been provided for your convenience.

Thank you for giving your time and attention to this evaluation. As always, it is a pleasure to serve you and your students. Best wishes for an enjoyable summer vacation.

Sincerely,

Karen Cava

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT EVALUATION QUESTIONNAIRE
Form B

We are asking each counselor who referred students to the Job Placement Center to rate the services that were received. We would appreciate your honest reaction as to how well the Job Placement Center served as an auxiliary counseling aid, and met the needs of the students or graduates you referred.

Please rate the performance of the staff of the Job Placement Center on each of the following services. Please read each item carefully, then circle the number of the scale which reflects your opinion of that particular service.

	Excellent		Fair		Poor
1. Provided you with sufficient, clear and complete information about the operation of the Job Placement Center, through the use of posters, brochures and other printed material.	5	4	3	2	1
2. Scheduled the students or graduates you referred promptly.	5	4	3	2	1
3. Kept in touch with you about the progress the students or graduates you referred were making in finding a job.	5	4	3	2	1
4. Sent written reports about the students or graduates you referred promptly after their visits were completed.	5	4	3	2	1
5. Worked to find the students or graduates you referred employment.	5	4	3	2	1
6. Gave your students descriptive information about specific occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1
7. Gave your students information about specific occupations, such as: personal requirements, like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1

(over)

	Excellent		Fair		Poor
8. Gave your students economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	5	4	3	2	1
9. Gave your students information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	5	4	3	2	1

Please answer each of the following questions by checking "yes" or "no".

10. Did the students you referred give you feedback about their experiences at the Job Placement Center? Yes___ No___

11. Based on the feedback from the students you referred, was the job placement workshop informative and helpful to them? Yes___ No___

12. Based on the feedback from the students you referred, was their contact with the Bureau of Employment Security beneficial to them? Yes___ No___

13. Did the staff of the Job Placement Center make themselves available to you when needed? Yes___ No___

14. Would you recommend the Job Placement Center to other counselors as an auxiliary aid? Yes___ No___

15. Will you refer students or graduates in the future, if the Job Placement Center program is continued? Yes___ No___

16. In the space provided below, please write any comments that you wish to make about the Job Placement Center:

JOB PLACEMENT EVALUATION QUESTIONNAIRE
Form B
(Counselors)

Total Sample: 33

Item	Total N of Responses	EXCELLENT 5 N	%	4 N	%	FAIR 3 N	%	2 N	%	POOR 1 N	%
1. Provided you with sufficient clear and complete information about the operation of the Job Placement Center, through the use of posters, brochures, and other printed material.	33	16	48.4	13	39.3	4	12.1	0	0.0	0	0.0
2. Scheduled the students or graduates you referred promptly.	32	25	78.1	6	18.7	1	3.1	0	0.0	0	0.0
3. Kept in touch with you about the progress the students or graduates you referred were making in finding a job.	30	5	16.6	6	20.0	6	20.0	3	10.0	10	33.3
4. Sent written reports about the students or graduates you referred promptly after their visits were completed.	29	3	10.3	7	24.1	6	20.6	1	3.4	12	41.3
5. Worked to find the students or graduates you referred employment.	21	3	14.2	4	19.0	6	28.5	4	19.0	4	19.0
6. Gave your students descriptive information about specific occupations such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	24	6	25.0	15	62.5	2	8.3	1	4.1	0	0.0

Total Sample: 33 Item	Total N of Responses	EXCELLENT 5 N	%	4 N	%	FAIR 3 N	%	2 N	%	POOR 1 N	%
7. Gave your students information about specific occupations, such as: personal requirements, like interest, aptitude, and ability; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	24	5	20.8	15	62.5	4	16.6	0	0.0	0	0.0
8. Gave your students economic information about specific occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	24	6	25.0	11	45.8	5	20.8	1	4.1	1	4.1
9. Gave your students information about programs of study in two- of four-year colleges, about apprenticeships, or about career and technical training programs.	22	3	13.6	10	45.4	7	31.8	1	4.5	1	4.5

Item	Total N of Responses	YES N	%	NO N	%
10. Did the students you referred give you feedback about their experiences at the Job Placement Center?	32	28	87.5	4	12.5

Item	Total N of Responses	YES N	YES %	NO N	NO %
11. Based on the feedback from the students you referred, was the job placement workshop informative and helpful to them?	28	21	75.0	7	25.0
12. Based on the feedback from the students you referred, was their contact with the Bureau of Employment Security beneficial to them?	21	9	42.8	12	57.2
13. Did the staff of the Job Placecent Center make themselves available to you when needed?	32	32	100.0	0	0.0
14. Would you recommend the Job Placement Center to other counselors as an auxiliary aid?	28	24	85.7	4	14.3
15. Will you refer students or graduates in the future, if the Job Placement Center program is continued?	30	26	86.6	4	13.3

Item	Total N of Responses	FAVORABLE N	FAVORABLE %	UNFAVORABLE N	UNFAVORABLE %
16. In the space provided below please write any comments that you wish to make about the Job Placement Center.	19	12	63.1	7	36.9

Sample of Favorable Comments:
- thank you for the help
- would like to see the service continued
- the Center is the main source of our placement services.

Sample of Unfavorable Comments:
- not enough feedback to school counselor
- very few students found jobs
- no students received jobs

APPENDIX J

ALLEGHENY INTERMEDIATE UNIT

Suite 1300 · Two Allegheny Center · Pittsburgh, Pa. 15212
(Area Code 412) 321-5700

Pupil Personnel Services

Dear

During the 1975-76 school year, you were contacted by one of the staff of the Job Placement Center who explained the program and inquired about possible employment openings for high school students and recent high school graduates. Since you chose to list an employment opening with the Job Placement Center, I am asking you to evaluate the services you received via the enclosed questionnaire. Please return it to the Job Placement Center no later than May 31, 1976. A self-addressed, stamped envelope has been enclosed for your convenience.

I would like to take this opportunity to thank you not only for giving your time to this evaluation, but also your attention when the staff member visited you. It is my hope that you will continue to list with the Job Placement Center employment openings for which a high school student or recent high school graduate can qualify.

Again, many thanks.

Sincerely,

Karen Cava

Karen Cava,
Project Director
Job Placement Center

JOB PLACEMENT EVALUATION QUESTIONNAIRE
Form D

We are asking employers who participated in the Job Placement Center program to rate the services that were received. We would appreciate your honest reactions as to how well the Job Placement Center met your employment needs.

Please rate the performance of the staff of the Job Placement Center on each of the following services. Please read each item carefully, then circle the number of the scale which reflects your opinion of that particular service.

	Excellent				Poor
1. In contacting you about possible job openings, provided you with a sufficient and clear understanding of the purpose of the Job Placement Center program.	5	4	3	2	1
2. Provided you with a brochure that sufficiently explained the purpose and the operation of the Job Placement Center program.	5	4	3	2	1
3. Referred to you students or graduates who met your qualifications.	5	4	3	2	1
4. Referred to you a sufficient number of students or graduates so that there was a variety of applicants from which to select an employee.	5	4	3	2	1
5. Kept in touch with you about the quality of performance by the student or graduate that you hired.	5	4	3	2	1

Please rate how important a part of job placement each of the following statements is to you.

	Very Important				Not Important
6. Providing student with descriptive information about occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	5	4	3	2	1

(over)

	Very Important				Not Important
7. Providing students with information on occupational requirements, such as: personal requirements like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	5	4	3	2	1
8. Providing students with economic information about occupations, such as: number of workers in the occupation, geographic distribution of workers, self-employment; descriptive outlook of occupations and demand; information on earnings; information about fringe benefits; and other economic information.	5	4	3	2	1
9. Providing students with information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical training programs.	5	4	3	2	1

Please answer each of the following questions by checking "yes" or "no".

10. Are you satisfied with the performance of the employee who was referred to you through the Job Placement Center? Yes___ No___

11. Would you recommend the Job Placement Center to other employers as a service to fill employment needs? Yes___ No___

12. Would you list subsequent job openings with the Job Placement Center? Yes___ No___

13. In the space provided below, please write any comments that you wish to make about the Job Placement Center:

JOB PLACEMENT EVALUATION QUESTIONNAIRE

Form D
(Employer)

Total Sample: 2

Item	Total N of Responses	EXCELLENT 5 N	%	4 N	%	3 FAIR N	%	2 N	%	POOR 1 N	%
1. In contacting you about possible job openings, provided you with a sufficient and clear understanding of the purpose of the Job Placement Center program.	2	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0
2. Provided you with a brochure that sufficiently explained the purpose and the operation of the Job Placement Center program.	2	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0
3. Referred to you students or graduates who met your qualifications.	2	0	0.0	0	0.0	1	50.0	1	50.0	0	0.0
4. Referred to you a sufficient number of students or graduates so that there was a variety of applicants from which to select an employee.	2	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0
5. Kept in touch with you about the quality of performance by the student or graduate that you hired.	1	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0

Total Sample: 2

Item	Total N of Responses	VERY IMPORTANT 5 N	%	4 N	%	FAIR 3 N	%	2 N	%	NOT IMPORTANT 1 N	%
6. Providing student with descriptive information about occupations, such as: duties of job, special tools or equipment, promotion opportunities, and working conditions.	2	2	100.00	0	0.0	0	0.0	0	0.0	0	0.0
7. Providing students with information on occupational requirements, such as, personal requirements like interests, aptitudes, and abilities; preparation requirements like school courses and subjects; licensing or certification necessary; other requirements such as union membership, state or other examinations, or special language requirements.	2	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0
8. Providing students with economic information about occupations, such as: number of workers in the occupation, geographic distrubution of workers, self-employment; descriptive outlook of occupations and demand, information on earnings; information about fringe benefits; and other economic information.	2	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0
9. Providing students with information about programs of study in two- or four-year colleges, about apprenticeships, or about career and technical programs.	2	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0

Total Sample: 2

Item	Total N of Responses	YES N	YES %	NO N	NO %
10. Are you satisfied with the performance of the employee who was referred to you through the Job Placement Center?	2	0	0.0	2	100.0
11. Would you recommend the Job Placement Center to other employers as a service to fill employment needs?	2	1	50.0	1	50.0
12. Would you list subsequent job openings with the Job Placement Center?	2	1	50.0	1	50.0
		FAVORABLE N	FAVORABLE %	UNFAVORABLE N	UNFAVORABLE %
13. In the space provided below, please write any comments you wish to make about the Job Placement Center.	2	1	50.0	1	50.0

Sample of Favorable Comments:

- extremely helpful and cooperative in trying to fill the position open with our company.

Sample of Unfavorable Comments:

- I think the type of people were not qualified and did not have experience for the jobs we wanted to fill.